

Bride's name \_\_\_\_\_ Groom's name \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Cell phone \_\_\_\_\_ Daytime phone \_\_\_\_\_ Home phone \_\_\_\_\_  
 Email \_\_\_\_\_  
 Other contact \_\_\_\_\_ Relationship \_\_\_\_\_ Phone \_\_\_\_\_

Please select the facility you would like to reserve:

- Tuthill House and Garden (Reservation fee of \$75 plus \$100 per time block on weekends/holidays **OR** reservation fee of \$75 plus \$25 per hour on weekdays or off-season weekends/holidays)
- McKennan Park Sunken Garden and Arbor (Reservation fee of \$75)
- Sherman Park Gazebo and Arbor (Reservation fee of \$75)
- Terrace Park Japanese Garden and Band Shell (Reservation fee of \$75)

**All reservation fees are nonrefundable once your reservation is confirmed.**

Wedding date requested: \_\_\_\_\_, 2018 Day of the week: \_\_\_\_\_

From May 1 through September 30, weddings on Fridays, Saturdays, Sundays, or holidays are scheduled in four-hour time blocks. Only one time block may be reserved. Please select a time block:	<input type="checkbox"/> 12 noon to 4 p.m. <input type="checkbox"/> 6 p.m. to 10 p.m.
From October 1 through April 30, weekend or holiday weddings may be scheduled in one-hour increments:	Start time: _____ End time: _____
Weekday weddings (Monday through Thursday) may be scheduled in one-hour increments at any time of the year:	Start time: _____ End time: _____

**All activities associated with a reservation MUST take place within the time block reserved. This includes any prewedding activities such as chair delivery, setup, decorating, photographs, etc., and any teardown/cleanup. Parks close at 10 p.m.**

Estimated attendance: \_\_\_\_\_ Are you planning on using a canopy?  Yes  No  
 Using electricity?  Yes  No (Electricity is **not** available at the Japanese Gardens.)

If you will be using amplified sound for **over** 1 hour, please contact the Health Department at 367-8760.

**Earliest postmark accepted for a 2018 wedding will be November 1, 2017.**

**Multiple requests for the same time block will be determined by lottery.**

***Only one application per wedding will be accepted.  
 Submission of multiple applications will disqualify all applications.***

▶ I have read and understand the Parks and Recreation Reservation Policy for weddings \_\_\_\_\_ ◀ **MUST be signed.**

<b>Reservation fee payment must be submitted with your application.                  This payment is nonrefundable once your reservation is confirmed.</b>	
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Credit card # _____	Signature _____ Credit card expiration date ____/____ 3-digit security code _____

**Office use only:** Date received \_\_\_\_\_ Postmark \_\_\_\_\_ Park staff initials \_\_\_\_\_  
 Payment amount \$ \_\_\_\_\_ Check No. \_\_\_\_\_ Cash  Credit Card